Title: Legal Assistant 1

Pay Scale Group: 14-1

Essential Function

Under general supervision from a designated administrator, coordinate and record processing of all University contracts and licenses; review and sign University contracts and licenses as authorized; research information, including limited legal matters, and provide office staff support, as needed, in Office of General Counsel.

Characteristic Duties

Research information related to grievances, complaints, lawsuits, and other legal matters.

Prepare legal documents, drafts and reports.

Coordinate and maintain legal filing system.

Review and analyze records and information from multiple sources and determine relevancy to specific issues.

Liaison with University departments, the outside counsel, adverse parties and various agencies.

Assign work; ensure proper workflow of the unit.

Perform related duties based on departmental need.

Minimum Qualifications

Associate's degree with one (1) year experience; -OR- three (3) years experience. Experience must be in legal and/or contracts.